System Administration

Overview and Roles/Responsibilities of the State System Administrator

What is a System Administrator?

- System Administrator duties focus on:
  - Lookup Table Maintenance
  - Access List Maintenance
  - Translator File Loading
- Each Region and State has at least 1 System Administrator

State System Administration

- State System Administrators can:
    - Re-set existing User Passwords
    - Change User's access in RCRAInfo
        - Add/Delete/Update/Read
- State System Administrators should:
    - Be the gatekeeper for Look-Up table Maintenance
    - Be the primary contact for the Region regarding RCRAInfo

New User Accounts

- State Users needing access to RCRAInfo should first contact their State System Administrator
- State System Administrator should contact a Region 3 System Administrator via e-mail to request a new user account
  - Only Mike Lee (lee.michaelj.@epa.gov) can add a new user account to RCRAInfo
  - Provide User's Name, phone number, e-mail address, and the level of access needed (Read only, etc.)
  - Specify whether new account is for the Production or Pre-Production database
- Region 3 System Administrator will let State System Administrator know when new account has been set up

System Administration Main Menu

- System Administrators List
  - Lists all System Administrators in Regions and States
- User Maintenance
  - Reset User's Passwords
  - Update/Delete User's Information
  - Change User's Access Rights

System Administration Main Menu

1. System Adminstrators List
2. User Maintenance
3. Change Agency
4. IOR Maintenance
5. Lookup Table Maintenance
6. Code Inactivation
7. Permitting Series Transfer
8. Public Reference Information
9. Manage Ticklers
10. View Release Notes
11. Maintain Logon Messages
12. Manage RCRAInfo
13. Handler Merge Maintenance

System Administration Main Menu (cont'd)

- ☐ Change Agency
  - ■ Not Available to States
  - ■ Regional Staff can temporarily change their Agency to one of their Region's States
- ☐ IOR Maintenance
  - ■ Change IOR Status
  - ■ Only Regional System Administrators can make this change

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System Administration Main Menu (cont'd)

- Lookup Table Maintenance
  - Add/Update/Delete Implementer-defined Codes

- Code Inactivation
  - Can Inactivate Implementer and HQ Defined Codes
    - Citations
    - Permit Events
    - Corrective Action Events

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System Administration Main Menu (cont'd)

- ☐ Permitting Series Transfer
  - ■ Not functional
- ☐ Public Reference Information
  - ■ Not functional

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System Administration Main Menu (cont'd)

- Manage Ticklers
  - Allows System Administrators to send "Tickler" notifications to their users upon RCRAInfo log-in
  - Before creating or managing a Tickler, the System Administrator should create and save a SQL query in BARRT
    - Tickler relies on the information contained in the query
    - Ensure that all names and descriptions entered into BARRT are accurate and useful
  - See User Guide SYS-8 in RCRAInfo Help (under Data Entry Tab) for procedures on this function

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System Administration Main Menu (cont'd)

- View Release Notes
  - Not functional
- Maintain Logon Messages
  - Allows System Administrators to leave messages for their Users
    - Regional message will be seen by all Regional users (EPA & States)
    - State message will be seen only by State users

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System Administration Main Menu (cont'd)

- Manage RCRAInfo
  - Not functional
- Handler Merge Maintenance
  - Use when a Site location erroneously has 2 EPA IDs assigned to it
  - Can merge the data from the "wrong" EPA ID into the "correct" EPA ID

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Questions